

ROBERT COTTERILL AUDITORIUM



Auditorium

With stage and kitchen
Ideal for:

- Weddings & Dances
- Trade Shows
- Social Gatherings
- Meetings
- Graduation Parties
- Birthdays
- Memorials
- Banquets & Receptions
- Auctions
- Theater & Stage

Kitchen:

Adjoins the auditorium

- 3 sinks
- Warming stove
- Double ovens
- Microwave
- Refrigerator
- Freezer with Ice-maker
- Dishwasher

Capacity:

3200 sq ft

Seats:

- 350 theater style
- 200 banquet style

Amenities:

- 180 banquet chairs
- 100 folding chairs
- 20 – 5’ round tables
- 8 – 8’ rectangle tables
- 35’ x 15’ stage with lighting
- Wi-Fi access
- audio visual equipment
- commercial kitchen
- air conditioning

MEETING ROOMS



Meeting Rooms

Ideal for:

- Business Meetings
- Seminars & Classes
- Training
- Neighborhood Gatherings
- Homeowner Association Meetings
- Birthday Parties

Capacity:

Seats 50

Amenities:

- two rooms connected by door
- 50 banquet chairs
- 5 – 8’ rectangle tables
- Wi-Fi access
- flat screen TV for laptop, DVD & VHS
- sink
- blackboards
- air conditioning

GYM & DANCE ROOM



Gym

Ideal for:

- Basketball
- Volleyball
- Trade Shows
- Meetings
- Banquets
- Indoor Play

Dance Room

Ideal for:

- Dance
- Exercise
- Yoga

Capacity:

6,624 sq ft

Seats 400 theater style
Seats 250 banquet style

Amenities:

- 6 hoops
- 2 volleyball courts
- hardwood floors

Capacity:

952 sq ft

30 people

Amenities:

- hardwood floor
- mirrored walls
- dance bars
- air conditioning

Rental Fees

Room Hourly Rate

Cotterill Auditorium (3-hr minimum)..... R\$85/N\$102
Auditorium & Kitchen (3-hr minimum)..... R\$105/N\$127
Kitchen (2-hour minimum)..... R\$40/N\$48
Gym (2-hour minimum)R\$85/N\$102
Rooms (2-hour minimum)..... R\$30/N\$36
Non-refundable processing Fee (per application).....\$10
Rates are subject to change.

Security Deposit

Auditorium and Gym..... \$200
Rooms..... \$100
Kitchen..... \$100
Audio Visual..... \$200

Audio-Visual System

The system includes an LCD projector, cordless and hand-held microphones, DVD/CD player, cassette player, and VHS player.

AV Package Descriptions

Package A: \$10 (Patch Fee)

Auditorium Only

Security Deposit: Included in room security deposit.

Description: Customer uses their own microphones/other equipment (e.g. CD player, mp3 player, etc.) to plug into the auditorium speaker system (vocal PA only).

Package B: \$40 (Basic AV)

Auditorium Only

Security Deposit: Included in room security deposit.

Description: City of Redmond will provide one microphone and the customer will use the auditorium speaker system (vocal PA only).

Package C: \$100 (Full AV Package)

Auditorium, Rooms 104 and 105 only

Security Deposit: \$200 plus room security deposit

Description: AV cabinet (Choices: cordless and hand-held microphones, LCD projector, speakers, DVD/CD, VHS, cassette player, full size screen. Vocal PA only.)

Payment

All fees must be paid in full when a reservation is approved and confirmed. A Mastercard/Visa is required for security deposit.

Rental Hours (Times are subject to change)

Monday–Friday: 8 am–10 pm
Saturday and Sunday: by arrangement
Rental requests outside regular operating hours are approved on a case-by-case basis. All rental requests must be received 10 days prior to the event.

Cancellations/Refunds

6 Months or More Notice
\$150 or 25% withheld, whichever is less
1–6 Months Notice
50% refunded
Less Than 1 Month Notice
No refund

Special Requests

On-Going Rental: To arrange for an on-going rental for up to 12 months, the security deposit and two month’s rental fees are due at the time of application. After that, payment must be made one month prior to the next month (i.e. by February 15 for a March 15 meeting). The security deposit is held until after the final meeting date.

Special events or activities: Exclusive building rental and/ or special events require special arrangements and advanced notice. Certificate of insurance may be required.

RENTAL GUIDE
& RESERVATIONS

Old Redmond Schoolhouse
Community Center



OLD REDMOND
SCHOOLHOUSE
COMMUNITY CENTER

The Old Redmond Schoolhouse is conveniently located near shops and restaurants in the heart of Redmond with easy access to SR520 and just 20 miles east of downtown Seattle.

No matter what kind of gathering - wedding, corporate, or social event you’re planning- this unique location will help to make it a memorable and successful occasion.

Rich in history, Old Redmond Schoolhouse Community Center offers a unique old world charm to any event. Constructed of brick in 1922 the Old Redmond Schoolhouse has served Redmond’s education and community needs for well over 80 years. During its first half century, the school was the gathering place for holiday programs, dances, theatrical productions, annual carnivals, and special events.

Today, it maintains the tradition of serving the community, offering the Eastside a unique and informal atmosphere for any event. Choose from the large, open auditorium accommodating over 300 guests or from meeting rooms that accommodate up to 50 guests.



Reservation Information

Redmond residents **(R)** can submit a Rental Application up to 9 months in advance, Non-Residents **(N)** up to 6 months in advance.

Resident (R) or Non-Resident (N)
Resident (R)= An individual or organization that lives/works located within the Redmond city limits.
Non-Resident (N)=An individual or organization that lives/ works located outside the Redmond city limits.

Driving Directions

From eastbound SR520, stay in the right lane and take the Redmond Way Exit. Turn left onto Redmond Way. Turn right on 166 Ave NE, then right into parking lot just after NE 80 Street intersection. Street parking also along NE 80th.



Redmond Parks and Recreation
Old Redmond Schoolhouse Community Center
16600 NE 80th St
PO Box 97010
Redmond, WA 98073–9710

425-556-2300 or 425-556-2386
facilityrentals@redmond.gov
www.redmond.gov



WWW.REDMOND.GOV